

All Excellence Award Applications, including supporting materials, must be postmarked by Friday, September 10, 2004 in order to be evaluated for the 2004 *IAQ TFS* Excellence Awards Competition.

2004 National *Indoor Air Quality Tools for Schools* Excellence Awards Application Form

The *Indoor Air Quality Tools for Schools (IAQ TFS)* Excellence Award is EPA's most prestigious IAQ award, presented only to schools and school districts that show exceptional commitment and achievement. The Excellence Award winners will be chosen through a competitive process. Applicants should demonstrate:

- Exemplary IAQ programs consistent with the U.S. EPA's *IAQ TFS* Program
- Outstanding communications and outreach efforts (to school occupants, parents, community, etc.)
- Top-level commitment to providing a healthy and safe school environment.

Benefits of the *IAQ TFS* Excellence Award

All 2004 *IAQ TFS* Excellence Award winners will be publicly recognized for their efforts at the 5th Annual *IAQ TFS* Symposium scheduled for December 2-4, 2004.

Winners of the *IAQ TFS* Excellence Award receive:

- An engraved, crystal *IAQ TFS* Excellence Award (statue).
- A trip to Washington, DC, to receive the Award at the *IAQ TFS* Symposium (EPA will pay all travel expenses for one representative of each Excellence Award winning school or school district).
- Recognition on EPA's Web site and in the *IAQ TFS* Bulletin.
- Recognition through an EPA press release.
- Case Study (demonstrating their IAQ programs and achievements).
- Press Kit (with templates, facts, and contact information).

Congratulations, you have taken the first step in helping your school receive recognition for your great strides in IAQ improvement and dedication to a healthy teaching and learning environment. This checklist provided on the following page is designed to assist you as you complete the paperwork associated with the *IAQ TFS* Excellence Awards Program. ***Please note the specific requirements associated with the Excellence Awards Category and include the mandatory information to ensure that you are submitting a thorough and complete awards application package.*** Good Luck!

Indoor Air Quality Tools for Schools Excellence Award Application Checklist

Excellence Award

Before submitting your application for review, please refer to the following items to ensure you have a complete awards application package and that you meet the criteria of the award in which you are applying:

- ☐ Page Limit: 20 Pages (can be double-sided)
- ☐ Submit **three** copies of entire application. If you use original news clipping/articles, include copies to complete the additional applications.
- ☐ Completed all contact information on **Basic Data Sheet**. If you cannot be contacted at the school/school district during the summer months please list your alternative contact information. **(Mandatory)**
- ☐ Completed **Descriptive Narrative** section of the application discussing your IAQ management program and affiliation with the *IAQ TFS* Program and Kit. ***This section is very crucial to the competitive process of this award. Please be thorough and make sure you answer all questions. (Mandatory)***
- ☐ Submitted **Letter of Intent** acknowledging participation in the *IAQ TFS* Program. This letter must be signed by the school's principal or superintendent to demonstrate investment and commitment. The letter must be written on school letterhead. ***Please see Appendix A for an example of a Letter of Intent text. (Mandatory)***
- ☐ Demonstrated that the Great Start and Leadership awards criteria have been met. **(Mandatory)**
- ☐ Provided examples (if any) of materials used to promote your IAQ management plan internally to staff or externally to the parent community. **Supplemental materials do count towards the 20-page limit requirement.** Some examples of supplemental materials include:
 - ✓ Newsletters (internal/external) addressing the new IAQ management plan for the school or school district.
 - ✓ Article clippings from a local publication highlighting the school or school district's adoption of good IAQ practices.
 - ✓ Tailored PowerPoint presentations used to educate school staff or parents.
 - ✓ Teachers' lesson plans or student project examples pertaining to the importance of IAQ in schools.
 - ✓ Any data tracked by the nurse relating to student absences, the number of trips to the nurse's office, the number of asthma cases, etc.). This information is best gathered before and after the implementation of the *IAQ TFS* Program.
 - ✓ Any data tracked by the facilities, maintenance or COO relating to cost savings of implementing a pro-active IAQ Program. This information is best gathered before and after the implementation of the *IAQ TFS* Program.
 - ✓ Examples of mentoring other schools or school districts as they implement the *IAQ TFS* Program.

Note: Supplemental materials are key for the Excellence Award because it shows the U.S. EPA to what extent you are communicating the importance of IAQ in your school or school district.

Indoor Air Quality Tools for Schools Excellence Award Application

Descriptive Narrative Section

To apply for this award, please submit a narrative for each of the following questions for your school or school district:

- 1. Describe how you became involved and/or learned of the IAQ TfS Program and Kit. Did a crisis initiate your necessity to adopt IAQ TfS or did the school/district choose to move from reactive to proactive when addressing IAQ issues? Please specifically indicate what type of support you received from your U.S. EPA region, other governmental agency (i.e., local health department), or from a Not-For-Profit Association.***
- 2. Describe your school/school district's IAQ Management Program and how it is implemented in your organization (i.e., Pilot Program or District-wide). Did the IAQ TfS Kit assist you in your efforts? If so, did you utilize the basic content of the Kit or tailor the information to address your needs?***
- 3. Describe how the IAQ Coordinator Position and/or Team functioned and how their role(s) in the IAQ effort enabled the program to succeed (e.g., ability to solve problems, overcome barriers, create unique solutions to financial issues, communicate their efforts, etc.). Please summarize the process of how an IAQ complaint is filed and how your IAQ Team addresses the issue.***
- 4. Describe the roadblocks (e.g., making IAQ a priority, gaining support, financing, etc.) you encountered in adopting an IAQ Management Program and how these roadblocks were resolved. If problems were identified which required major expenditures to resolve IAQ issues, describe the process by which you obtained approval and funding for those problems.***
- 5. Describe the impact your IAQ Management Program has had on your school/school district's teacher and/or student performance. Provide tangible data, if available, on the number of school absences, trips to the school nurse, asthma cases, etc. before and after implementing the IAQ TfS Kit.***
- 6. Describe how your school or school district will sustain your IAQ TfS Program and how you plan to promote your sustainability to other schools and school districts.***
- 7. Describe how communications were handled among team members, school personnel, partners, and others. Discuss ways in which these approaches addressed IAQ concerns of all groups and educated and/or raised awareness of others about IAQ issues in the school/school district about the benefits of good IAQ. Include examples.***
- 8. Describe how you communicated your plans and improvements to parents, local media, community, other schools and other school districts. How did you communicate your school/school district's successes with the IAQ TfS Program? What information did you provide to these groups regarding IAQ issues in schools and benefits of good IAQ? Include examples.***

9. *Describe any opportunities you may encountered where a member of the IAQ Team or other school personnel provided assistance to other schools/districts attempting to implement IAQ programs (i.e., attending meetings, participating in another school's walkthrough, speaking engagements, etc.). Have you had the opportunity to mentor other schools in your area as they move forward with addressing IAQ issues in their schools?*
10. *List all additional Federal or State –School Based voluntary programs your school district is actively participating in (i.e. Energy Star Buildings, SunWise School Program, Clean School Bus USA, Energy Smart Schools).*

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Basic Data

Please provide the information described below. Feel free to use a separate sheet if necessary. If the contact person for this application is not in school during July and August, please provide additional contact information (i.e., cell phone, alternate contacts), so as to allow EPA to contact you if necessary about your application.

Name of Key Contact(s) or IAQ Coordinator	
Name of School or School District	
Address	
Phone/Fax Numbers	
E-mail Address	
*Physical Description of Building (area, layout, condition, style) <u>Include number of facilities</u>	
*Construction Date	
*Description of HVAC system	
Number of Students	
History of IAQ problems/concerns	
Was the U.S. EPA or a Not-For-Profit Association involved in your <i>IAQ TFS</i> Program?	

If yes, detail assistance received and by whom.	
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How to Apply

Interested candidates should complete the application and attached necessary supporting materials. The application evaluation process will be based only on the submitted materials, so please be as thorough and inclusive as possible. For specific questions contact Michele Guarneiri at (202) 343-9099 or guarneiri.michele@epa.gov.

All applications may be submitted by U.S. Mail, facsimile, e-mail, or special delivery services (Federal Express, United Parcel Services, etc.).

<u>U.S. Mail</u> <u>(or Special</u> <u>Delivery):</u>	ATTN: <i>IAQ Tools for Schools</i> Awards The Cadmus Group, Inc. 1901 North Fort Myer Drive, Suite 900 Arlington, VA 22209 (703) 247-6000
<u>Facsimile:</u>	(703) 247-6001
<u>E-Mail:</u>	awardscoordinator@cadmusgroup.com

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Appendix A: Letter of Intent Example Text

Michele Guarneiri
Public Affairs Specialist
U.S. Environmental Protection Agency
1901 North Fort Myer Drive, Suite 900
Arlington, VA 22209

[INSERT SCHOOL/DISTRICT NAME HERE] has been actively participating in the *Indoor Air Quality Tools for Schools (IAQ TFS)* Program since [INSERT DATE HERE]. We have created an efficient, proactive program to address IAQ issues district-wide.

The *Indoor Air Quality Tools for Schools* Program has the full support of the Superintendent and School Board. It has been this commitment from the Board and top management that has helped [INSERT SCHOOL/DISTRICT NAME HERE] strategically implement and maintain our successful IAQ management program.

[INSERT SCHOOL/DISTRICT NAME HERE] is committed to sharing information and resources with other schools and public agencies about our program. We will continue to facilitate educational programs for internal staff and the school community. We will serve as an information center for IAQ issues in schools, and develop partnerships through the implementation of the *IAQ TFS* Program.

We are dedicated to addressing IAQ in our schools and providing a healthy and safe learning environment for our students and staff.